

## Elizabeth Titus Memorial Library Board of Trustees Minutes

### 1. Call to Order

- Meeting called to order by: Nancy Elder (Board President)
- Meeting Location: Elizabeth Titus Memorial Library Board Room
- Meeting Date: 11-27-2018
- Time of Call to Order: 16:25

### 2. Roll Call

- Officers in Attendance: Nancy Elder (President), Lynn Elder (Treasurer), Cheri Rich (Vice-President), Mike McLaughlin (Secretary)
- Trustees in Attendance: Lyn Banning, Kathy Price, Erin Wade, Ellen Feeler
- Board Members Absent: Bill Highland
- City Employees in Attendance: Michelle Nolen (Library Director), Ann Short (Mayor)

### 3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 10-23-2018
- Motion made to: Approve minutes as presented
- Motion made by: Cheri Rich
- Motion Seconded by: Kathy Price
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Kathy Price, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

### 4. Approve/Disapprove Treasurer's report and payment of bills:

- Motion made to: Approve treasurer's report and payment of bills
- Motion made by: Lynn Elder
- Motion Seconded by: Erin Wade
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Kathy Price, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- Michelle and Laura were on the radio (WTIM) on November 7<sup>th</sup> talking about the library's 40<sup>th</sup> anniversary.
- 40<sup>th</sup> anniversary November 5<sup>th</sup> through November 9<sup>th</sup> the library had very good turnout for Dr. Dan Guillory's class (over 25 people).
- The library has received our E-Rate funding for 2018 (a little over \$2,000), but it will not be put into the budget as the person responsible for our audit has asked that those funds be kept separate. Last year the funding was stuck back in as a "line item", but we aren't supposed to do it that way anymore. This will mean that our budget will likely look like it is negative by the end of the year, but shouldn't be with the separate E-Rate funding.
- Michelle is working on a couple different STEM grants. One in particular is focused on "home schoolers". We may not qualify for this grant due to Sullivan not meeting the percentage of "poverty" requirement.
- Also looking at the possibility of grants to hold exercise classes at the library. Maybe a "walking club".
- Looking into the Per Capita grant as well.
- The library had to get a new water fountain (old one died).
- Library staff came in at the beginning of the week and the library was very warm (almost 80 degrees). They have had issues recently with being able to adjust thermostats, and everyone thought it had something to do with the new boiler system. After calling in professional help it was found that a component of the system was plugged up. Over 20 gallons of water was drained off, and rust has all damaged this component. The rusted component is 40 years old, and it was suggested that we replace it. One thermostat and one actuator had to be replaced but the old system is currently working.
- The Christmas tree and village will be put up sometime this week.
- Several Christmas programs are coming up.
  - A. Ornament donations are going on and the silent auction for them will occur just before Christmas.
  - B. There will be a Christmas movie on the 21<sup>st</sup>.
  - C. Do It yourself stress balls on December 27<sup>th</sup> and movie.
  - D. STEM Class on December 28<sup>th</sup>.
  - E. Cookie decorating is coming up next week December 5<sup>th</sup> (also a cookie exchange).

- F. Elf on the shelf from December 3<sup>rd</sup> though December 22<sup>nd</sup>.
- The library is under a Winter weather advisory. Make sure to call before making a trip.
- If the library has to close or open late, both the Mayor and board President will be notified along with WAND and WCIA television stations.
- One Book One Sullivan books are available (The Running Dream).
  
- Motion made to: Approve librarian's report
- Motion made by: Lyn Banning
- Motion Seconded by: Lynn Elder
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Kathy Price, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

7. Old business:

- Discussion about a digital sign for the library.
  - A. Sarah is back and communicated that: Next month the City will be paying off 4.5 million in TIF bonds and Sarah will need to do a reassessment of available TIF funds and also a five-year projection, so Sarah has asked if we can wait another month or two for all of that to happen.
  - B. Mayor Ann Short suggested that we discuss what kind of sign we be asking for funding on, and Michelle was able to provide her with designs and indicated that we already had an idea on that and it would cost roughly \$25,000.
  - C. The question was asked if that number was for everything, and Michelle said it did include installation, but didn't know about the concrete base, and it did not include the electrical work.
  - D. Sources of funding were discussed and how each one might be applied to the cost of the sign (grant money vs. donations).

8. New business:

- Reviewed the library's 3D printer policy (no changes).
- Roger Tice said that STIFL money available is about \$1,000 immediately. The rest of the balance would follow, after the securities were sold.
- The library needs to figure out how to best fund whatever portion of the digital sign that we end up taking on (what available funds would be best used, and how much of them).

- Motion made to: Approve the 3D printer policy as written
- Motion made by: Ellen Feeler
- Motion Seconded by: Lyn Banning
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Kathy Price, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

9. Other business:

- No other business

10. Adjournment:

- Motion made to: Adjourn
- Motion made by: Lyn Banning
- Motion Seconded by: Cheri Rich
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Kathy Price, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

Meeting adjourned at: 16:41

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

